

NURSE HIRING POLICY

PURPOSE

To authorize salaries for direct care nurses that are adequate to obtain these services in the competitive labor market, preserve internal equity and document the salary administration policy

SCOPE

This policy applies to direct care nurses employed under the executive authority of the Governor and the State Personnel Department.

DEFINITIONS

"Direct care nurses" means an employee in one of the following classifications:

- LPN / 003CH3
- Nurse 4 / 001QC4
- Nurse Supervisor 5 / 006QC5
- Nurse Supervisor 6 / 006QC6
- Charge Nurse 3 / 001QB3
- Charge Nurse Supervisor 5 / 006QB5
- Clinical Nurse Specialist / 001QL3
- Director of Nursing Services / 001QC1
- Nurse Practitioner / 001QC2
- Dialysis Nurse 3/001QC3

STATEMENT OF POLICY

Employees hired as Nurse 4 (1QC4), Charge Nurse 3 (1QB3) or Dialysis Nurse 3 (1QC3), with less than nine (9) years of experience as a registered nurse, will be paid in accordance with the attached step plan.

The annual incremental increase will take effect the pay period following the completion of another year of nursing experience and is in lieu of any general salary adjustment or performance based increase. Facilities will be responsible for initiating the annual increase transactions. If an employee fails to meet performance expectations, the employee will not receive the step increase. Market based adjustments to the step plan will be determined as set forth in IC 4-15-2-11.

Direct care nurses to whom the preceding paragraph does not apply will have their salaries set upon hire based on the salaries of similarly situated existing employees with the same level of experience at the same facility. Other factors that legitimate salary differentials include: the employee's work history in related occupations, the individual's salary history (such as promotions & demotion), additional education, special training, application of reemployment policies, internal equity, difficulties with recruitment and retention, anomalies in the labor market (e.g., regional shortages) type of facility (e.g., psychiatric institution serving mentally ill patients) or the fiscal condition and policies of the State. Direct care nurses not paid on the matrix are eligible for pay-for-performance increases according to the methodology generally applicable to other merit employees.

REFERENCES:

IC 4-15-1.8-7

Matrix for Years of Experience: 0 to 8

Pay Plan for affected classifications

SUPERSEDES:

Nurse Hiring Policy dated January 7, 2011

EFFECTIVE DATE: May 30, 2013

APPROVAL:



Anita K. Samuel, State Personnel Director

DATE: May 30, 2013



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Michael R. Pence
Governor

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State Personnel Director

2013 Nursing Pay Matrices

The nursing matrices have been slightly modified and extended to 8 years. Any employee with more than eight years of experience as a registered nurse will be eligible for a pay for performance increase.

Pay Matrices

Nurse 4

Year	Expected Hourly Salary
< 2	\$ 20.66
2	\$ 21.59
3	\$ 22.56
4	\$ 23.58
5	\$ 24.64
6	\$ 25.75
7	\$ 26.90
8	\$ 28.12

Charge Nurse 3/ Dialysis Nurse 3

Year	Expected Hourly Salary
< 2	\$ 23.66
2	\$ 24.72
3	\$ 25.84
4	\$ 27.00
5	\$ 28.21
6	\$ 29.48
7	\$ 30.81
8	\$ 32.20

May 30, 2013